



What do you want to know?

Welcome to the first issue of Training Tracks! Our goal is to provide NAVAIR employees at Pax River with the latest information regarding upcoming courses, policies, instructions, and tips to enhance your training experiences. To get you started with some basic information, below is a list of some training websites you might find helpful.

NAVAIR Career Development

<https://careerdevelopment.navair.navy.mil/>

NAWCAD Employee Development

<http://hro.navair.navy.mil/training>

Government Online
Learning Center

<http://www.golearn.gov>

DAWIA Register Now

<https://www.atrrs.army.mil/channels/registernow/rnswitch.asp>

USDA Grad School

<http://www.grad.usda.gov>

SIGMA Employee Self Service

<https://ess.navair1.navy.mil>

Go! Learn! For free!

Looking for inexpensive but quality training? Try the Government Online Learning Center on the Internet at <http://www.golearn.gov>. All of the courses on the site are free for Federal employees. Launched in July 2002, the learning center provides courses in: communication, customer service, e-learning, human resources, leadership, legislatively mandated & agency required topics, management, Microsoft Office 2000, personal development, professional development, and project management.

Courses range from two to eight hours long and are all provided online so there are no travel costs – in fact, there are no costs at all!

Who to call

Apprenticeship Program	7-4122
Budget & Finance	7-4123
Contracting & Procurement	7-4126
DAWIA	7-9103
Engineering/Technical	7-4122
Facilities Support	7-4118
International Affairs	7-4126
Logistics	7-4126
Long-term Training	7-4119
Management Analysis	7-4123
Mentoring	7-4125
Personal Development	7-4122
Room Reservations	7-4118
SAP Support	7-4127 or 7-4115
SEMDP	7-4125
SIGMA/SAP	7-1009
Special Programs	7-4119
Student Career Experience Employment Program	7-4122
Supervisory & Managerial	7-4123

Help! I'm lost!

How do I request training?

NAVAIR government employees should request training via SAP Employee Self Service (<https://ess.navair1.navy.mil/>). Contractors and tenant employees are required to complete the appropriate form (SIGMA training request or Foreign Military Sales training request) or to provide a letter from their company stating that they are aware of and will cover the cost if the employee is confirmed to attend, and that letter should be signed by the employee's government sponsor with a statement that the training is beneficial to the government.

I've tried to submit a request in ESS/SAP, but it wouldn't open a 1556.

We are aware that many employees are experiencing problems completing requests via SAP/ESS. This problem is due to a MicroSoft upgrade that is not compatible with our customized form in SAP. This issue is being addressed, but there is no estimated timeframe to fix the problem. Instead, we have developed a work around.

If you have attempted to enter your training request and are unable to execute the 1556 in ESS, please prepare a hard copy 1556 with all of the appropriate information and fax it to 2-4523. Once it is received, the training staff will enter your request into SAP and forward it to your supervisor via SAP workflow for approval. Because the 1556 will still require approval, please be sure to include your supervisor's name on the faxed 1556 or there will be a delay in processing.